

## PRESENTERS NOTES

### Landfill Records group exercise:

#### Small Group Exercise instructions

- Break class into four groups
- Each group will be given a set of example records,
- Each group is to review all the records.
  - The group should use the **List of Required Records** (marked #2) as their road map of what records they are looking for. The **Copy of Regulations** (marked #3) defines what each type record should cover.
  - the group should fill out the POSTER sized inspection form with any V, A/C or notes they find including a **WRITTEN COMMENT**.
  - Also the group should include any other general written comments they have, This could include BMPs for record keeping.
  - The groups will have (15mins) to review the records and write up inspection report and poster board notes. Each group will briefly present their findings including; **What indicators or signals would an inspector look for to issue a V or an A/C with regard to LF records?**

#### **GROUND RULES AND BACKGROUND** –

This is a small landfill which is open two days a week. All the records you are being given have had identifying information whited out, you are to ignore this lack of information. Also the group is to assume that though they have only received one month or a year of the historical records are there.

The following records should be assumed to be complete and available:

- record of excavations
- copy of written notices to the EA
- The landfill is not near an airport
- Financial assurances documentation
- Copy of written notification to the fire authority of names

**HINTS:** This is a long exercise, time management will be key

- Four copies of the instructions have been included to allow each member of the group review them.
- In effort to save time the group may find it easier to take the List of Required Records (marked #2) and divide the search and review of the records between group members.
- The RDSI has some pages marked with pink tabs, read these sections first. The rest of the RDSI is to help put this information in context.
- One of the most common violations is the omission of a type of record. The group should carefully review the List of Required Records (marked #2) and the list mentioned above of records that the groups assume are present.
- Also **PLEASE DO NOT WRITE ON HANDOUTS**, WRITE ON LARGE INSPECTION FORM

## **SUPPLIES**

Ask groups to put all materials back in binder when finished. You should check each binder after the exercise (NOTE MATERIALS ARE NUMBER 1-12 TO HELP YOU MAKE SURE THE SET IS COMPLETE)

The group should receive the following materials:

1. instructions for the exercise ( four copies /group)
2. List of required records
3. Copy of the regulations
4. Permit,
5. Form 52 inspection
6. monthly weight records,
7. Training records,
8. gas monitoring log,
9. DRS quarterly report.
10. DRS annual report
11. Special Occurrence log,/ Load check log
12. Example RDSI,

**ALSO NOTE:** You will need four large **Form 52** inspection report forms, post one form near each group and pens to write on the inspection form.

## **PROBLEM ISSUES**

- ❖ RDSI only mentions green material and traps as ADC  
DRS quarterly report shows ash ADC tonnage.

Possible V/AC Section 21600 RDSI

- ❖ The special occurrence log mentions injuries to the supervisor JACK on 1-12-07, caused by small explosion when a leaking container of pool acid was mixed with lye  
The training log shows no training in hazardous material identification for the supervisor.

Possible V/AC Section 20610 training

- ❖ Omission of Jan 19 from special occurrence log. Weight records indicate that waste was accepted on Jan 19.
- ❖ Omission of the closure plan